

Inc. Village of Northport
BUILDING, HOUSING & CODE ENFORCEMENT
224 Main Street (631) 261-4145 Northport, NY 11768

DEMOLITION PERMIT

FILING INSTRUCTIONS

Fill out in entirety. INCOMPLETE APPLICATIONS NOT ACCEPTED

Tax Bill or Proof of Ownership.

Submit copy of tax bill for current owner or first & last page of deed if tax bill does not represent current owner

Age of Existing Structure: Provide substantiation of age.

IF 100 YRS OR OLDER APPLICATION FOR HISTORIC REVIEW REQUIRED PRIOR TO SUBMISSION

Description of Work. Submit brief description of proposed demolition

Estimated Cost of Work. MANDATORY

Affidavit of Property Owner. MUST BE COMPLETED IN ITS ENTIRETY BY OWNER/APPLICANT

Owner/Applicant Signature(s) & Phone Number(s): MANDATORY

Notarization. Applicant's signature to be notarized by a NYS notary public

Survey. Submit (2) copies of current guaranteed property survey clearly showing Surveyor's stamp, Suffolk County Tax Map Number, and Date.

SITE PLAN (3) copies of survey or site plan showing:

- location of proposed to be demolished
- erosion control measures to be installed during demolition, if required

NOTE! LEAD AGENCY APPROVALS MAY BE REQUIRED FOR DEMO!

Submit the following written approvals with completed application:

SUFFOLK COUNTY HEALTH DEPT: Permit required if abandoning tanks as per SCHD Tank Regulations

UTILITIES DISCONNECT LETTERS: FOR Water, Gas, Electric

HISTORIC REVIEW: Required for structures 100 years of age or older

ADDITIONAL FILING REQUIREMENTS & INFORMATION

FEES

Shall be determined by the Building Inspector as per Chapter 147 of the Code, Fee Schedule

CONTRACTOR INSURANCES:

CONTRACTORS * ELECTRICIANS * PLUMBERS MUST EACH FILE THE FOLLOWING FORMS SEPARATELY:

Proof of Liability Insurance, Workers Compensation, and NYS Disability must be submitted naming the Inc. Village of Northport as certificate holder. Limits are:

- GENERAL LIABILITY \$2M/\$1M
- WORKER'S COMPENSATION & DISABILITY-must be on either NYS Workers Comp Board forms or State Fund. 'ACORD' FORMS NOT ACCEPTED.
- Contact NYS WC Board @ 1-518-486-6307 for more information

CONTRACTOR LICENSES REQUIRED

Contractors: Suffolk County Home Improvement license must be submitted.

Electricians: Suffolk County Master Electrician license must be submitted.

Plumbers: Town of Huntington Master Plumber's license ONLY must be submitted.

TAX ASSESSMENT

Be advised that the Northport Assessor's Office is notified upon permit issuance. The appropriate property tax adjustment shall be levied a year from the date of demolition.

PROPERTY OWNER/PERMIT BEARER RESPONSIBILITIES

The above-listed outline is provided as a **GUIDE ONLY** for filing building permit applications. **The Property Owner/Permit Bearer is responsible for ALL stipulations, rules, and ordinances as stated in the Code of Northport, Chapter 106, Article 1, Sections-106-1 through 106-26.** The property owner/permit bearer & their contractor should familiarize themselves with all aspects of the Code of Northport regarding their construction project.

Building Codes Online

2010 New York State Building Codes: www.dos.ny.gov/dcea/

The Code of Northport: www.northportny.gov